

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Wednesday, October 7, 2015 Agenda | 2:10- 4:00 PM | Gallery Room, Memorial Union

**2015-2016 Officers:**

President: Tera Lawson

Secretary/Treasurer: Kate Goudy-Haht

Vice President UCR: Jessica Bell

Vice President EI: Katie Davidson

President-Elect: Clayton Johnson

Past-President: Amy Tehan

Vice President UPB: Jordan Bates

**Attending:**

X	Teresa Albertson	X	Ben Green	A	Daniel Nutini
X	Lynn Bagley	X	Whitney Grote	X	Stacy Renfro
X	Jordan Bates	A	Melissa Gruhn	X	Lisa Rodgers
X	Jessica Bell	X	Glen Hansen	X	Diane Rupp
X	Kara Berg	X	Katrina Harden Williams	S	Karl Schindel
X	Samantha Boyd	X	James Harken	X	James Studley
X	Bethany Burdt	X	Makenzie Heddens	X	Amy Tehan
X	Malinda Cooper	X	Clayton Johnson	X	Nick Van Berkum
X	Katie Davidson	X	Erin Kalkwarf	X	Jen Van Ryswyk
X	Kristi Dillon	X	Kris Koerner	X	Amy Ward
X	Bart Dobson	X	Joyce Lash	X	Lynn Wellnitz
X	Glen Galvin	X	Tera Lawson	X	Mike White
X	Kate Goudy-Haht	A	Jason McLatchie	X	Lyndsey Williams-Mayweather
X	Ann Greazel	X	Christopher Neary	X	Barbara Wollen
				X	Samone York

X = Present, A = Absent, S = Substitute

Guests: Brenda Behling, Emma Houghton, Sheryl Rippke, Erin Rosacker, and Robert Wallace

Substitutes: Jack Polifka for Karl Schindel

**Call to Order & Seating of Substitutes (Clayton Johnson) TIME: 2:10 p.m.**

**Establish Quorum (Kate Goudy-Haht) Yes, a quorum was established.**

- 1. Approval of the Agenda - Yes, agenda stands as approved.**
- 2. Approval of the Minutes**  
September 2015 Regular Council Meeting - Yes, minutes stands as approved.

### 3. Administrative Reports

#### Senior Vice President & Provost (Brenda Behling for Jonathan Wickert)

- Board of Regents (BOR) - commissioning a study on academic needs in the Des Moines area.
- BOR September meeting - Regents approved a spring semester tuition increase for ISU (3%).
- BOR upcoming October meeting - will discuss FY16-17 Tuition/fees, there will be a request for a tuition increase, will ask for the first time an international student variable (separate tuition increase) to address the costs of support for services for international students on campus.
- A search committee is being formed to find Dean White's replacement due her upcoming retirement, there will be opportunities to attend meetings to provide input on the dean position.
- Every 10 years ISU goes through a full re-accreditation process, this is happening right now (2015), ISU prepared a self-study, which can be viewed on the Provost website: <http://www.provost.iastate.edu/help/program-review>. A site visit will happen on Nov 2 and 3. Before the site visit there was an opportunity to ask questions about the accreditation process (Oct 8 and 9).

#### Associate Vice President, University Human Resources (Emma Houghton for Julie Nuter)

- Discussed Extra-meritorious Performance Pay Program (EMPP) - slides sent out with minutes
- EMPP not intended to be used in lieu of annual salary increase.
- Guidelines document available at this link: <http://www.hrs.iastate.edu/hrs/classcomp>.
- EMPP is funded by departments, not a special pot of money from HR or the President's office (no central funding).
- Encouraged to talk with your HR Liaison to find out your department/division unit process for EMPP (not all departments/division units utilize this program).
- UHR only sees what is approved, does not know how many are submitted.
- SVPs are the ones who approve in each division, academic division have not denied any, but has not always approved full amount requested.
- You can ask your supervisor to submit a request for you when you think you have a situation that qualifies/meets criteria.
- UHR will be reviewing how it is applied across departments/divisions, will complete a report that is submitted to the BOR, and will look into addressing inconsistencies.

#### Faculty Senate (Robert Wallace)

- Faculty Senate Executive board meeting happening next week - Paul Tanaka will attend to talk about assignment of intellectual property rights, will discuss how this extends to P&S employees, will welcome Beth McNeil, Dean of Library.
- PRS (position responsibility statements) - develop uniformity of PRS across campus, gathering feedback from departments, will discuss and finalize at November faculty senate meetings, then make updates to handbook.
- Will also be making update to handbook regarding Non-tenure eligible faculty
- New Cyber security minor and Urban Studies minor - going through approval process
- Department name changes in the College of Design - going through approvals at faculty senate level, then will go through BOR approval
- Faculty Senate website for more information: <http://www.facsen.iastate.edu/>

#### 4. P&S Council Executive Committee Reports

**President (Tera Lawson)** - get from Tera

Good afternoon everyone! It has been another busy month for Council! We have been working on several of the priorities Council identified during our Priority Planning Session in July!

Clayton and I met with each of the Vice President of Equity and Inclusion Candidates during their on-campus interviews. We were joined by Amy Tehan for two of the interviews and Katie Davidson for one of the interviews. We look forward to working with the individual who is hired as the inaugural Vice President of Equity and Inclusion at Iowa State University.

Clayton and I, along with the Faculty Senate President and President-Elect also had the opportunity to meet with the Executive Director and CEO of the Board of Regents, State of Iowa, Dr. Bob Donely to discuss the current needs and concerns of faculty and staff at our university.

We've been in contact with Stephanie Downs, University Human Resources, who is looking forward to sharing her action plan regarding wellness with Council as soon as it complete, which we anticipate will be within the next couple of months, and we will continue to follow up with Stephanie as the wellness was one of our priority items.

We are working on our priority to look into P&S Employees who are also teaching. We have also received several contacts on a wide array of issues related to this topic and we are working with both University Human Resources and the Provost's Office to find ways to resolve these issues.

Council looking into P&S employees who are also teaching was one of the items that we shared when Clayton and I met with Department Chairs Cabinet to discuss Professional and Scientific Council. We shared with them an overview of council, our initiative to continue to increase communication and shared with them the Representation chart, encouraged them to invest in the professional development of Professional and Scientific Staff both financially and in allowing time away from the office to engage in campus service and professional development opportunities. We also highlighted the upcoming Professional and Scientific Council Professional Development Conference as one such opportunity and reminded them of the importance of nominating Professional and Scientific Employees both for University Awards through the Provost's Office and for awards through Professional and Scientific Council.

I am excited to share with you a new way to record, share, and archive the information that Council seeks out on behalf of our fellow Professional and Scientific Employees! As Council works towards resolving issues, finding additional information, and to share those resolutions and information with all Professional and Scientific Employees we will be providing what will be called Special Reports to Council. We have our first one today that is regarding Professional and Scientific Employees who are also students. 15SP01 - Assuring P&S Employees Who are also Enrolled Students are Receiving Services Provided through Student Fees (sent out with minutes).

A transition has occurred within the Executive Committee. Bart Dobson has made the decision to step down and will no longer be serving as our Compensation and Benefits Committee Chair, but will remain on Council serving as a representative of the Business and Finance Division and an active member of the Compensation and Benefits Committee. I have appointed Karl Schindel to serve as the Compensation and Benefits Committee Chair for the remainder of the fiscal year. I, on behalf of the Executive Committee and the Compensation and Benefits Committee, would like to welcome Karl to his new role and to sincerely thank Bart for his contributions.

### **Secretary (Kate Goudy-Haht)**

- Expenses for September totaled \$431.16, this included Memorial Union rental fees, IT services and livestreaming fees for the seminar series. Remember to sign the sign-in sheets to show you attended.

### **VP for University Community Relations (Jessica Bell)**

There were two New Employee Orientation Session last month. Sept 15<sup>th</sup> had 14 employees and Sept. 25<sup>th</sup> had 18 employees. There is a feeling that now that the new hire onboarding process has started, more new employees will be aware of the training session and hopefully attendance will increase.

### **VP for University Planning and Budget (Jordan Bates)**

I am working on scheduling meetings with University administrators across different divisions to gain an understanding of the budgeting process and how budgeting decisions are made in the different areas across the University. As I have these meetings, I will report back to Council regarding information obtained.

### **VP for Equity and Inclusion (Katie Davidson)**

- Colegas Reception was Friday, September 25th. It was a great event held at the 4-H building with food and a student-organized Mariachi band. Nothing is planned for October, although Colegas will have a presence at the Multicultural Fall Kickback event (4-6 tonight, October 7th at State Gym) and the BGSA and LGSA Student meet and greet (Thursday, October 8th from 4:30-6:30 in the Gallery Room, MU) this week. Lunches and events should resume in November.
- ISCORE - Save the date for the FREE March 4th conference. I will continue to report more information on volunteer opportunities & attendance at future meetings.
- Iowa Veteran's Conference was September 28th. The conference included keynote speakers, breakout sessions, a resource fair, and a presentation on Native American code talkers. For photos and a brief review of the event, check out the website:  
<http://www.veterans.iastate.edu/conference>
- The LGBTQA+ FSA is will soon be holding elections and planning a fall welcome for the end of October. I will try to include in next newsletter. The FSA is also working on recommendations to the University strategic planning committee and developing a program for the P&S Council Professional Development conference.

The Pride Summit (FSA plus LGBT Student Orgs) is meeting Oct 15th from 4-5 pm in Parks library - open to anyone who wants to be part of positive development for the LGBTQA+ community. We are in the midst of National Coming Out Week. If you'd like to know how you can be a resource and/or provide a safe space for our LGBTQ+ students, check out Safe Zone training. Upcoming training dates are:

Thursday, November 5, 2015      8:30 - 11:30am  
Tuesday, January 19, 2016      1:30 - 4:30pm

Search "Safe Zone" on the Iowa State website to find more information on registration or hold a training in your department. Let me know if you'd like more info.

<http://www.lgbtss.dso.iastate.edu/programs/safezone/sz101>

- Disability Awareness Week at Iowa State is October 19-23.

- Extension will be working with Washington University extension to implement an in-person training initiative called "Navigating Differences". This is a training that 7 State Extension offices currently implement that was developed specifically for Extension employees and enables them to facilitate diversity trainings.
- Consider nominating a student, faculty, or staff member for the Martin Luther King, Jr. Advancing One Community Awards. Nominees should show a demonstrated commitment to improving the campus climate for members of underrepresented groups.  
<http://www.provost.iastate.edu/what-we-do/diversity/mlk>
- Campus interviews concluded for the VP for Diversity & Inclusion and an announcement should be made soon.
- Attended both the MSA organized debrief on Monday, September 14th as well as the Administrative Panel last Wednesday, September 30th following the Cy-Hawk incident at the September 12th football game. I will keep up to date on the action items pertaining to staff.

## 5. P&S Committee Reports

### Awards (Chris Neary)

- Congratulations to 21 Professional & Scientific Employees for receiving awards at the ISU Faculty and Staff Awards Ceremony Sept. 21.
- Anticipate a Call for Nominations soon for the following P&S awards, all due December 1, 2015:  
CYtation Award  
Woodin CYtation Award  
Team Award  
Outstanding New Professional and Scientific Council Member CYtation Award
- P&S Council Awards Committee continues to pursue stories on recent P&S award winners, will be posted on P&S Staff Spotlights page:  
<http://pscouncil.iastate.edu/committees/awards/spotlight>

### Communications (Amy Ward)

- We are making some updates on the Webpage this month. Please send us your photo if you would like it updated on the webpage. We have a few people that do not have photos. You know who you are and we will be contacting you. If you see something incorrect on the webpage send us a message at [pands-c@iastate.edu](mailto:pands-c@iastate.edu).
- Lists did not appear to have any issues last month. If you have any trouble with sending out messages to your area, please let us know.

### Compensation & Benefits (Bart Dobson)

Committee discussed some benefit questions, will bring information to council when answers firmed up.

### Peer Advocacy (Ben Green)

The Peer Advocacy committee had another productive month. We are continuing to meet the deadlines that we set for ourselves for our report on Mentoring. As you may recall, Mentoring was identified as a topic to be studied by the Council this year. Today we finalized the outline of the report and we are looking forward to digging in to the details. At this time, we welcome any

Councilors to send us information on any existing program on campus that may relate to our report. It does not matter if the program is a mentoring program, if it is related to the topic of mentoring we would like to know about it. If you have something to share please email us at [pands-pa@iastate.edu](mailto:pands-pa@iastate.edu).

### **Policies and Procedures (Kris Koerner)**

- Because we were short on time last month, and just in case you missed it in the September minutes, I'm going to mention it again. There was an article in Inside Iowa State on August 27 announcing a web accessibility coordinator position; which was also posted on the job board. There is also a new website accessibility policy. This was discussed at in the August PLAC meeting. The policy will provide high level key definitions, outline documentation requirements, and expectations for creating accessible websites and digital content for use on campus.
- PLAC did not meet in September so I do not have an update at this time but our committee will be reviewing this policy and we will keep you posted.
- We have a committee member who is serving on the policy development team working on revisions to the Discrimination and Harassment Policy. These revisions seek to unify ISU's policies into a single coherent document. Currently there is a Sexual Misconduct, Sexual Assault and Sexual Harassment Involving Students Policy and another Discrimination and Harassment Policy for both students and employees. The goal of the revisions is to provide a simplified and straightforward version of the University policy that is easily accessible and understandable to the entire University community while providing critical information required by law.
- Our committee will be reviewing this policy and will keep you posted on this one as well.

### **Professional Development (Lynn Bagley)**

- The Professional Development Committee webpage (<http://www.pscouncil.iastate.edu/committees/professional-development>) has been updated, as well as the webpage listing the Professional & Scientific Council Seminar Series schedule for 2015-16 (<http://www.pscouncil.iastate.edu/activities/coursework>). There are now links on the main Council webpage (<http://www.pscouncil.iastate.edu/>) to the seminar series and to the PD Conference webpages, and we have active links on the PD Committee page to these sites.
- Monthly seminars are scheduled through January 2016, and in April 2016. The next scheduled seminar is next Tuesday, October 13th, from 2-3 pm in the Campanile Room here at the Memorial Union. Elaine Newell, ISU Ombuds Officer, will present the seminar, "Turning Conflict Inside Out." Ed Holland, Benefits Coordinator in University Human Resources, will provide an overview of the 2016 benefits on November 10th in the Pioneer Room at MU, also from 2-3 pm. There will not be a seminar in February since the PD Conference is scheduled for that month. There are still two open slots for seminars (March and May), so if anyone has suggestions for topics/presenters, please let our PD Committee know.
- Our PD Committee continues to plan for the upcoming 2016 PD Conference, scheduled for February 11, 2016, at Scheman. The tag line is, "Building YOU, Reinforcing US," with sessions that will focus on "YOU" and others that will focus on "US" or the team. Keynote speakers have been secured now - ISU Head Volleyball Coach, Christy Johnson-Lynch, will provide the keynote in the morning, and nationally recognized motivational speaker, Mitch Matthews, will provide the keynote in the afternoon. Other speakers for the 2016 PD Conference include Elaine Newell, ISU's Ombuds Officer, Don Broshar, from University Human Resources, experts from ISU IT Services, and many other speakers both from ISU and beyond.

- We have updated the conference website with more details for the 2016 event (<http://www.pscouncil.iastate.edu/activities/conference>). Continue to watch for more details to be uploaded as we have them! We hope to open registration the first full week of December. Registration will again be \$75 per attendee for the initial registration period, with a late fee being assessed after the initial registration period concludes. Our committee's goal is to close registration the third week of January, and registration will be capped at 400. Also, a change this year is that we will not be accepting walk-in registrations on the day of the event. Please remember to emphasize with your constituents in your colleges/units that this event is for P&S employees, as this is a Professional & Scientific Council conference.
- Should anyone have questions about the seminars or the conference, please do not hesitate to contact our committee - [pands-pd@iastate.edu](mailto:pands-pd@iastate.edu), (or you may contact me, Lynn Bagley, directly, [labagley@iastate.edu](mailto:labagley@iastate.edu)).

### Representation (Stacy Renfro)

- The Representation Committee updated the committee's description on a one-page handout. This new description is more detailed and we plan to update our webpage.
- We also discussed nominations for University Committee on Disabilities and will send a name to Tera Lawson for her consideration.
- The committee continues to consider a council bylaws change with regard to a few committee appointments. We will review these potential changes with the Executive Committee next month and bring any formal motions before council for review.
- Finally, the council substitute's page (<http://www.pscouncil.iastate.edu/meetings/schedule/substitute-list>) was updated on the council website by a Rep Committee member and our new councilor survey is set to close Friday, October 9.

### Unfinished Business and General Orders

None

### New Business

Smoke-Free Campus Policy - Motion, first reading, had discussion, closed discussion, will have second read and vote at November meeting.

- Comment - need to do a better job of enforcing this policy, ISU police have the job of enforcing, enforcement is very challenging.
- Question asked about Professional & Scientific Council role in approving policies - Council is asked to endorse a policy if it relates to P&S employees, policies go through PLAC committee, then PLAC reps take back to their constituents, Kris sits on PLAC committee, she brings policy to council for feedback. ISU has a shared governance structure.
  - Policy Library link (official repository for all ISU policies):  
<http://www.policy.iastate.edu/>

P&S Council can endorse or not endorse (a way to make a statement), also can make recommendations to change policy - documented that P&S Council wanted changes

Facilities and Grounds Use, Activities (Chapter 13 of the Iowa Administrative Code) - Motion, first reading, opened for discussion, closed discussion, will have second read and vote at November meeting

Video Cameras, Administrative Uses Policy - Motion, first reading, opened for discussion, closed discussion, will have second read and vote at November meeting. You may provide comment to PP committee: [pands-pp@iastate.edu](mailto:pands-pp@iastate.edu).

Comments: The guidance around this policy has not been flushed out, concerns with who is going to monitor, what resources are going to be put in place, etc.

## **Announcements**

### **Announcements from Councilors**

- Jessica Bell - Award nominations are due to CALS NOVEMBER 17th! This is for both the College awards that are given in the Spring and for the ISU Awards that are given at ISU's Fall Convocation. Please google CALS awards on the ISU homepage for more information. <https://www.awards.ag.iastate.edu/files/page/files/AWARD%20CHART%20COLOR%20DEADLINES%20SEPT%202015.pdf>. CALS Diversity Programs Cultural Competency Series: Robin Kelley, ISU's Director of the Office of Equal Opportunity and Title IX Coordinator, will facilitate a discussion on bias and other topics on Monday, Oct. 19, from 11:30 a.m. to 1 p.m. in the John Deere Classroom, Room 0013, Curtiss Hall. Please RSVP by noon on Wed. Oct 14th to Theresa Cooper, [tncooper@iastate.edu](mailto:tncooper@iastate.edu).
- Amy Ward - Laptop encryption deadline is coming up
- Chris Neary - The Engineering Career Services staff did a stellar job coordinating the Fall 2015 Engineering Career Fair last week (September 29). Their names are Brian Larson (director), Roger Bentley (coordinator of professional development and events), Kellie Mullaney (program assistant for development and communication), Joely Swenson (program coordinator for experiential education), Shari DuBois (office coordinator and program assistant for CyHire), and Mayra Ramirez (program assistant for employer services). The College of Engineering is proud to host more than 350 companies this fall; and with a 95%+ 6-month placement rate, our engineering students are finding employment they need to excel in the workplace.
- Stacy Renfro - Kudos to Teresa Albertson for t-shirt design at bookstore!

**P&S Council Seminar Series: Turning Conflict Inside Out**, Elaine Newell, University Ombuds Officer, October 13, 2:00-3:00 p.m., Memorial Union Campanile Room

**Executive Committee Meeting:** October 15, 9:00-11:00 AM, 107 Lab of Mechanics

**General Council Meeting:** Thursday, November 5, 2:10-4:00 PM, Memorial Union Gallery Room

**Adjournment:** TIME: 4:00 p.m.